
MIOSHA

Consultation Education and Training Division (CETD)
Michigan Occupational Safety and Health Administration (MIOSHA)
Department of Labor and Economic Opportunity (LEO)

DIVISION INSTRUCTION

DOCUMENT IDENTIFIER:

CETD-ADM-11-1R3

DATE:

July 29, 2021

SUBJECT: MIOSHA Training Institute (MTI) Scholarship Procedures

- I. Purpose. This instruction establishes procedures for issuing MTI scholarships.
- II. Scope. This instruction applies division-wide.
- III. References.
 - A. MTI Scholarship Application.
 - B. MTI Scholarship Frequently Asked Questions (FAQs).
- IV. Distribution. MIOSHA Staff; Federal OSHA; S-drive Accessible; MIOSHA Messenger; and Internet Accessible.
- V. Cancellations. All previous versions of this division instruction.
- VI. Next Review Date. This instruction will be reviewed in 3 years from date of issuance.
- VII. History. History of previous versions includes:
CET-ADM-11-1R2, July 19, 2018
CET-ADM-11-1R1, May 20, 2015
CET-ADM-11-1, July 8, 2011
CET-MEMO-ADM-09-3, August 17, 2009
- VIII. Contact. [Gloria Keene](#), CET MTI Coordinator
- IX. Originator: Nella Davis-Ray, Division Director
- X. Background. The MTI Scholarship program was established in 2009 to:
 - A. Increase attendance in MTI courses.
 - B. Increase the number of Level One and Level Two certificate holders.
 - C. Provide a financial incentive for employers to send employees to MTI courses.
- XI. Scholarship Allocation. MIOSHA has allocated funds for MTI scholarships. Scholarships will cover 50% of a MTI course fee. The scholarships may be used for any publicly offered MTI courses with the exception of pilot courses and boot camps. Scholarships will be awarded on a first-come, first-served basis. Generally, there will be no limit to the number of MTI scholarships awarded per MTI course, as well as no limit to the number of MTI scholarships for which an applicant may apply. However, CET administration has the discretion to limit the number of scholarships awarded per company or the number of scholarships awarded per class. If allotted funds are used before the end of the fiscal year, the scholarship application will be removed from the MIOSHA website and replaced with a statement about future funding.

- XII. Scholarship Application Process. All applicants must submit a separate completed MTI scholarship [application](#) for each MTI course. Scholarship applications will not be accepted more than three months prior to the start date of the selected course. Applications must be received no later than three weeks prior to the course start date.

All applications should be submitted electronically. MIOSHA staff should not distribute hard copies of the application. Staff are encouraged to direct applicants to the MIOSHA website. For promotional purposes, staff will distribute the MTI scholarship [FAQs](#).

Applications are submitted to the MTI Form Management System. This webpage will be checked weekly for application notifications. All applicants will receive an email response from CET within five business days of submission. If incorrect course information is submitted, the applicant will be contacted. Applications submitted earlier than three months prior to the start date of the selected course will be denied. The denial notification from CET will include a request to resubmit the application at the correct time. Applications submitted later than three weeks prior to the course start date will be considered on a case-by-case basis. CET will email notification to the applicant when an application is approved. The email notification from CET will serve as the scholarship recipient's only written confirmation of the approval.

- XIII. Scholarship Recipient Responsibilities. It is the scholarship recipient's responsibility to register for the course after they have received written confirmation of the approval. The written confirmation of the approval will inform the scholarship recipient to complete course registration within five business days. The confirmation will include a link to the course brochure for easy access to the course registration information.

In the event the course is full or cancelled, the approved scholarship cannot be transferred to another MTI course. The scholarship recipient must submit a new application for another MTI course.

In the event the scholarship recipient has an emergency that prevents attendance they must contact the MTI course cosponsor. The cosponsor's refund policy will apply to the scholarship recipient's portion of the course fee.

- XIV. Cosponsor Responsibilities. The email confirmation to approved scholarship recipients will also be sent to the cosponsor of the selected MTI course. This email from CET will serve as the cosponsor's only written confirmation of the approval. From the time the confirmation is received, the cosponsor(s) will reserve space for the scholarship recipient for five business days. If the scholarship recipient does not complete registration, the cosponsor will notify CET by replying to the confirmation email.

At the completion of the MTI course, cosponsors will invoice CET for each student receiving a scholarship. The invoice should be for 50% of the course fee. In the event the scholarship recipient cancels their registration it is the cosponsor's responsibility to invoice CET in accordance with the cosponsor's refund policy. In the event the scholarship recipient is a no-show, no call, CET will still pay the cosponsor. The cosponsor may still bill the scholarship recipient for the remaining course fee.

- XV. Scholarship Invoicing. The cosponsor is responsible for sending an invoice to CET for scholarship reimbursement. Invoices will only be paid when CET has received all

required seminar paperwork. CET will verify that the invoice and scholarship application information match. The invoice is then entered in Statewide Integrated Governmental Management Application (SIGMA) for payment to the cosponsor.

- XVI. Scholarship Recordkeeping. CET will maintain all submitted MTI applications for at least three years. CET will maintain a MTI scholarship tracking log. CET will maintain a list of no-shows and inform the applicant that they will be prohibited from applying for future scholarships, unless they provide “good cause” for not attending. MTI scholarship data will be reviewed prior to allocating scholarship funds for the next fiscal year.